



GUAM REGIONAL TRANSIT AUTHORITY

GOVERNMENT OF GUAM

Lourdes A. Leon Guerrero, Governor
Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Interim Executive Manager



BOARD OF DIRECTORS MEETING

Department of Public Works CIP Conference Room

November 19, 2019, 10:00 AM

Agenda

- I. Meeting Called to Order
- II. Roll Call and Opening Remarks
- III. Review of Minutes – October 17, 2019
- IV. Management Reports – FY20 Budget, NAF, FTA Funds, Vehicles, Paratransit
- V. Old Business – Southern Bus Route, Lease/Purchase Vehicles
- VI. New Business
 - A. By – Laws
 - B. Additional Funding
 - C. Changing Destinations – Paratransit
 - D. Relocation of GRTA Building
- VII. Public Participation 3 Minutes per individual
- VIII. Executive Session
 - A. Staff Meeting (Individually)
 - B. Governor's Meeting
- IX. Adjournment



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Board of Directors Regular Meeting

Tuesday, November 19, 2019 at 10:00am

CIP Conference Room, Bldg. B, DPW Compound, Upper Tumon

Meeting Minutes

I. Call to order:

Chairperson Evelyn Duenas called the meeting to order at 10:01am.

II. Roll Call:

GRTA Board Members present: Chairperson Evelyn Duenas, Vice-Chairperson John Leon Guerrero, Director Alejo Sablan, Director David Arentz and Director Rudy Iriarte.

III. Review of Minutes:

Chairperson Duenas requested for members to review the meeting minutes of October 17, 2019 and make motion to act. Motion to approve was initiated by Director David Arentz and Director Alejo Sablan second it. Motion to approve passed 5 yes and 0 no.

IV. Management Reports:

- A. FY20 Budget/NAF Funds: Staff Member Catherine Blas provided handouts on FY20 Budget and NAF funds. She informed the Board that the first handout indicates expenditures to-date and the balance of FY20 budget as of November 19, 2019 is \$1,979,889.00 and includes budget allotments. She also presented another handout that describes the expenditures of the GRTA contracts – Kloppenburg Enterprises Inc (KEI) for fixed and paratransit bus operations and Atkins Kroll performing the maintenance contract. Additionally, she stated that the maintenance contract is on a month-to-month because GSA has not made an award due to a protest by one of the bidders. Staff Member Blas also briefed the Board on the Non-appropriated Funds (NAF). As of November 19, 2019, the balance is currently \$174,229.53. Staff Member Blas stated there is \$5,867.60 in GRTA's Bus Fares account in Government of Guam.
- B. FTA Funds: Staff Member Pilar Carbullido informed the Board that GRTA was awarded 5 active grants that totaled \$8.4 million; however as of November 19, 2019 the balance is \$5.975 million. She also mentioned that FTA continues to fund Paratransit operations and we are still in the procurement process with the buses as well as for Transportation Management System (TMS) and the Architectural and Engineering (A & E) design of the GRTA facility. Interim Executive Manager Babauta informed the Board that GRTA will be using \$2.5 - \$3 million dollars to construct the new GRTA Maintenance/Admin) facility.



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- C. Paratransit: Staff Member Jackie Taitano informed the Board that as of November 19, 2019 GRTA has 491 paratransit riders in the system. This month she processed 12 new applicants, 3 renewals, and 2 ID card replacements for Paratransit.
- D. Vehicles: Staff Member Mark Crisostomo informed the Board that presently GRTA has 12 operational vehicles for Paratransit and Fixed routes while 11 vehicles are not operational due to accidents and repair. AK is working on them and some are awaiting parts. Interim Manager Executive Babauta informed the Board the funds used for maintenance repairs will come from the local funds and not from NAF. Staff Member Crisostomo stated that GRTA does not have any back up vehicles at this time. Interim Executive Manager Babauta informed the Board that GRTA does have 2 leased back up vehicles for ambulatory riders and for demand response using GRTA's drivers. Chairperson Evelyn Duenas and Vice-Chairperson John Leon Guerrero expressed their concerns regarding no back-up and overuse of vehicles. Interim Executive Manager emphasized to the Board GRTA is doing its best to provide all riders with transportation. Director Rudy Iriarte and Director Alejo Sablan commended Interim Executive Manager Babauta and his staff with for all the accomplishments that have been achieved.
- E. Status of Procurement Packages:
1. Bus Procurement: Mr. Babauta informed the Board that GSA will notify the vendor who met the requirements for the bus procurement. Furthermore, GSA told Mr. Babauta that he will be informed to sign the procurement documents. The bus procurement is approximately \$1,083,000.
 2. One Call-One Click Transportation Management System (TMS): GRTA was told by GSA that Executive Manager Babauta will be informed to sign documents to approve the procurement. The One Call-One Click procurement is valued at approximately \$424,000.
 3. Vehicle Maintenance Contract: Mr. Babauta also conveyed to the Board that a representative from GSA and GRTA will visit the site of the vendor who is tentatively picked to do the maintenance contract to determine if the vendor actually meets all of the maintenance contract requirements. The vehicle maintenance contract is about \$250,000.
 4. A&E (Architecture Engineering): On November 22, 2019, GRTA is anticipating DPW will have received the proposals from four Architectural and Engineering firms who are interested in bidding to design of the facility. Interim Executive Manager Babauta is hopeful in the next couple of weeks, DPW will award the A & E firm who will be designing GRTA's building. Federal funds available for the A&E contract is about \$237,500.

V. Old Business:

- A. Bus Routes: Staff Member Mark Crisostomo informed the Board the Southern Shuttle in conjunction with Paratransit is in its final planning stages and will commence January 2, 2020. He explained that the route will start at the Agat Mayor's office, Umatac, Merizo, Inarajan, Talafofo Mayor's office, Cross Island road, Santa Rita, and back to Agat. Staff Member Crisostomo stated this additional route will shorten both Blueline 2 and Greenline routes by about 45 minutes each. According to Interim



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Executive Manager Babauta, GRTA will be holding Town Hall meetings, in the north, central, and south. The purpose of the Town Hall meetings is to inform the public of the Paratransit Takeover by GRTA, the Southern bus route, and Demand Response. Interim Executive Manager Babauta advised the Board that he met with all the Mayors down south to inform them of the southern bus route.

VI. New Business:

- A. By-Laws: Interim Executive Manager Babauta suggests that Board review the current By-Laws and let GRTA know if there are changes that need to be made. However, there no recommended changes.
- B. Additional Funding: Interim Executive Manager Babauta informed the Board that Vice-Chairperson Leon Guerrero has been diligent with regards to additional funding for procurement of more vehicles. He explained that GRTA currently has \$500,000 from FY19 FTA funds reserved to purchase 5 more buses and are in addition to the 10 GRTA is currently proposing to purchase. Interim Executive Manager Babauta informed the Board that Vice-Chairperson Leon Guerrero contacted Program Coordinator IV Pilar Carbullido to provide a breakdown for \$1 million with respect to purchase/leasing of buses, maintenance, parts, and labor. Mr. Babauta respectfully advised the Board members that they see the Governor before going to the legislature for more funding.
- C. Changing Destinations-Paratransit: Director David Arentz shared his concerns with the Board on changing destinations without being scheduled. He explained how passengers get mad at the drivers when a change to destinations is requested and not accomplished because of the dispatcher's directive. Director Arentz explained how changes without being scheduled creates an uncomfortable situation, it takes up too much time, and makes other riders late. Director Arentz suggested he would like to eliminate it all together unless it's an emergency. He also stated that GRTA does not have the resources to fulfill such changes. Chairperson Evelyn Duenas informed Director Arentz that she will take his concerns into consideration, but if it's along the way and its not going to disrupt the service then it may be done.
- D. Relocation of GRTA Building: Chairperson Duenas shared her concerns regarding GRTA's current facility that it's not ADA-compliant. She acknowledges GRTA staff have been very accommodating with assisting the riders. Chairperson Duenas stated since GRTA relocated from the old building she has yet to see the office and also suggested to install lifts. Interim Executive Manager Babauta provided a rough estimate of about \$35,000-\$45,000 to purchase and install the lifts. Interim Executive Manager Babauta expressed to the Board that although he would like to move into a fully ADA-compliant facility it will cost money. He informed the Board if they choose to relocate GRTA, the staff can start exploring new locations and report back to the board on costs to make the move – rental, moving and installing phone/computer lines, set up of One Call-One Click/TMS. Interim Executive Manager Babauta informed the Board that GRTA is moving right along with the design of the new facility and speculates that if all goes well the design should be completed by June 2020 and ground breaking will take place around October-November 2020.



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VII. **Public Comments – 3 minutes per individual:**

Ms. Ginger Porter states that as member of the public she would like to receive copies of the management reports relevant to finances. Ms. Porter would also like GRTA to ask the Provider to remove the PT designations on the buses that are being run by Sanko and KEI. PT is for public transportation. It's a simple measure, but leaving it on may confuse the public. With regards to Paratransit destination changes her recommendation will be to form a focus group comprised by GRTA and a Paratransit rider representative and have the group initiate recommendations. Last, but not least she advises everybody in the conference room that not only is ADA over 21 years old, but the Rehabilitation Act of 1973 mandates that all government agencies have accessible services and spaces. GRTA had 12 new applicants last month and many may have had difficulty accessing the office. She states "How do you get ahold of somebody if you don't have a phone?" The offices are not accessible, everybody needs to understand that it's a Civil Right. Ms. Ginger submitted a document of a GRTA facility that could be used as reference in designing the GRTA facility.

Interim Executive Manager Babauta informed Ms. Ginger that any person with disabilities who needs service with regards to GRTA transit operations, that GRTA staff is available to serve them. Mr. Babauta explained he clearly understands the fact that the law requires a facility to be accessible. Mr. Babauta explained further that this facility has been afforded to GRTA during the midst of the large rainstorms. The previous facility was flooding, moldy and people were getting sick. Mr. Babauta said he was informed by leadership that at that time, finances were very tight. Mr. Babauta informed the board he is willing to support them with their decisions.

Mr. Brad Kloppenburg introduced Mr. Thomas Higa who has been hired by KEI to serve as their Contract Administrator for their current contracts for Paratransit and Fixed Routes.

No other public comments were made.

VIII. **Adjournment:**

Being that there were no further discussions, Chairperson Duenas adjourned the meeting at 11:16am and entered into Executive Session thereafter.

John C. Leon Guerrero, Acting Chairperson
Guam Regional Transit Authority Board of Directors

Date